

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: (2) Training Supervisors CLASSIFICATION CODE: 02596700</p> <p>SALARY RANGE: Gr. A26/\$41566 - 48122 REFERENCE POSITION NO.: 1255-10000-1 & 2</p> <p>Department or Agency Name Human Services APPLICATION PERIOD: 4/13/06 - 4/19/06</p> <p>Division/Section/Unit Mgmt Svs./Staff Development GRACE PERIOD: 4/24/2006</p> <p>Assignment(s) / Comments Please apply by resume only</p> <p>Shift and Days: 8:30 - 4:00 NS / Monday - Friday Job Location: Forand Building, 600 New London Avenue</p> <p>Restrictions/Limitations: None Cranston</p> <p>Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Name of Bargaining Unit Union: RIASSE, Local 580</p> <p>There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA are eligible to apply for this position.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are being accepted for this position(s). If you are currently in this classification and wish to bid, please complete fully the Civil Service Application Form and RIEB 678 form. The Application Form must include, either on the application or within a cover letter, both the Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> The title of the position for which you are bidding Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <p>Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Please see that Attached Duties</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Such as may have been gained through: Graduation from a college of recognized standing with specialization in Education or Psychology; and</p> <p>Experience: Such as may have been gained through: Employment as an in-service training officer in a state department, or in private industry, which has involved assisting in planning, directing and carrying out an organized in-service employee training or staff development program;</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME Application to:</p> <p>Tammy L. Lonardo Dept of Human Services / Office of Human Resources 600 New London Avenue Cranston, RI 02920</p> <p>Telephone #: 401-462-2481 Fax #: 401-462-2041 TTY/TDD #: 401-462-3363 (Telecommunication Device for the Deaf)</p>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

